

Town of Carlisle

MASSACHUSETTS 01741

Office of
PLANNING BOARD

66 Westford Street
Carlisle, Massachusetts 01741
Tel. (978) 369-9702
Fax (978) 369-4521

Minutes August 10, 2020

Minutes 7/13/20

Upcoming meeting dates

Presentation of Master Plan work by Summer Interns: GIS mapping and interactive website

Request for extension of time to exercise the Lion's Gate Definitive Subdivision Certificate of Approval for property at 570 West Street, (Map 6, Parcels 66-1 through 66-4 and Lion's Gate Road), consisting of 10.84 acres) [Request of Stephen Defoe]

Request for reduction in amount secured by the existing bond to assure performance of completion of Lion's Gate Subdivision (570 West Street) [Request of Stephen Defoe]

Discussion of Zoning Bylaw Amendments for Recreational Use Marijuana

Master Plan Steering Committee update

Municipal Vulnerability Preparedness grant update

Vote to provide notice of Member Vacancy to Board of Selectmen, per MGL Chap. 41, Sec. 11

Chair **Madeleine Blake** called the virtual meeting to order at 7:00 pm. Co-Chair **Peter Yelle** and members **Ed Rolfe**, **Rob Misk**, **Adelaide Grady** and Planning Administrator **George Mansfield** were present. Member **Jason Walsh** was absent. Planning Administrator Mansfield hosted the meeting on a Zoom platform.

Assistant to Planner **Gretchen Caywood**, **Janne Comeil** (Acton St), **Kierthan Lathrop** (Suffolk Ln), **Mihir Singh** (Hanover Rd), **Will Chaffin** (East St), **John Troast** (Concord St), **Colin Doherty** (East St), **Kiran Dsouza** (Old Quarry Dr), **Vevey Zhan** (Judy Farm Rd), **Jonathan Hedlund** (Nitsch Engineering, Boston, MA), **Ian Ainslie** (Meisner Brem Corp, Westford, MA), **Melissa Robbins** (Deschenes & Farrell, PC, Westford, MA), **Jill Defoe** (Acton, MA), and **Bob Zielinski** (Carlisle *Mosquito*) were also in attendance.

Presentation of Master Plan work by Summer Interns: GIS mapping and interactive website

Master Plan Steering Committee (MPSC) Chair **Janne Comeil** described the assignments that the Master Plan (MP) student interns have been working on. She explained that one group has been focusing on several aspects of GIS mapping of Town data, and a second group has been developing a framework for an interactive MP website.

For the first part of the presentation, **Kierthan Lathrop**, **Mihir Singh** and **Will Chaffin** presented work of the GIS mapping group, which also included **Karsten DeMay** (Acton St) and **Peter Richardson** (Westford St). Their work consisted of three main components:

- Fact checking parcel property data in Town,
- Updating email contact lists for all MP work
- Mapping routes for Carlisle Public School (CPS) students to walk to school

Lathrop described that for the fact checking, they also conducted a vacant lot check, physically visiting the lots to confirm they are currently vacant, and a land use code check. **Lathrop** explained that they then compiled a detailed spreadsheet of all data, including land use codes. Regarding walkable routes to CPS, **Lathrop** described that they first incorporated the locations of all bus stops within 1.5 miles of the school into a GIS map, and mapped possible walking routes. They then confirmed those routes on the ground, walking or biking each route, using the Strava mobile phone application to gather the route data, which they then uploaded into a GIS database. Chair **Blake** confirmed that all data will be retained for the Town in the GIS database. **Comeil** added that the goal is to have all land use and other data in a comprehensive database for the Town.

John Troast explained his work on GIS mapping of Carlisle's historic resources information and locations. He is developing a list of all historical resources in town, including but not limited to the Historical Resources Survey of 2009 which was commissioned by the Historical Commission. **Troast** pointed out several reasons for mapping these resources, including to help us understand the way the town has developed over time, and to help us see

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which properties may be of local or national significance. He explained that the mapping is important toward protecting native American and colonial historic sites, and understanding which buildings qualify as distinctive structures. GIS mapping can also be used to show which properties are pre-1962 and therefore grandfathered for 2 family use by right, as well as which properties may be important to help protect via development of a demolition delay bylaw. Troast noted that the maps in progress are those for historic structures and areas (from the 2009 survey) and for colonial cellar holes, the latter being translated from a hand-drawn map to GIS. For further development of the Town's GIS database, Troast suggested several GIS map layers including Native American sites, pre-1932 non-residential distinctive structures, pre-1962 residential structures and farms and agricultural land.

Colin Doherty, Kiran Dsouza and Vevey Zhan presented their work on an interactive MP website. Zhan explained that they have constructed the architecture for the new site that will allow people to provide input and engage in discussions. He described that the homepage of the site will have welcome information, project updates and events. A 'Participate' page will have a sign-up link to receive information and updates, an 'idea wall' for comments and an 'input map' for items with a specific location that are being suggested for inclusion. There are also 'Discussion Rooms' on topics such as housing, community and other topics TBD. A 'Snapshot' page will include the Existing Conditions reports, and a 'Project Information' page will have FAQs, presentation materials, and committee information. Residents will also be able to provide input simply by email. Corneil explained that the interns are setting up the site such that we can upload our information and go out to the public for input.

Grady asked if there will be a mechanism for reviewing and authorizing input from the public before posting. Corneil said that while this is not part of the project for the interns, such a mechanism will be developed before the site launches. Rolfe asked how this site will integrate with the Town's existing website, and Corneil explained that the current MP website (www.carlisleplan.org) is linked to the PB page of the Town website, and the same linking method will likely be used for the new site.

Chair Blake and co-Chair Yelle thanked Corneil and the interns for their very helpful contributions to the MP work.

Master Plan Steering Committee (MPSC) update

Chair Blake reported that the MPSC had met once to discuss options for moving forward with the MP after Civic Moxie's (CMs) resignation and will meet again this coming Wednesday. She suggested that the MPSC provide an update to the Board once it has developed its plan of action for moving forward.

Chair Blake confirmed that CM has provided a final data package. Board members suggested that there should be some examination of why CM resigned, and it was agreed that this could be discussed at the next PB meeting.

Upcoming meeting dates

The Board agreed on the following PB meeting dates:

August 24, 2020 at 6:30 pm
September 28, 2020 at 7:00 pm
October 19, 2020 at 7:00 pm.

Request for extension of time to exercise the Lion's Gate Definitive Subdivision Certificate of Approval for property at 570 West Street, (Map 6, Parcels 66-1 through 66-4 and Lion's Gate Road), consisting of 10.84 acres) [Request of Stephen Defoe]

Co-Chair Yelle assumed the Chair for this discussion. Melissa Robbins, attorney for the applicant, and Jill Defoe were present for the discussion. Robbins referred to the letter submitted on behalf of the applicant requesting an extension of time to complete this subdivision from the current 8/31/20 deadline to 11/30/20. Planning Administrator Mansfield suggested that the deadline be extended to 12/14/20 since the 11/30/20 date is just after Thanksgiving, which could be a difficult time to take the final steps to approve completion.

Chair Blake moved that the PB extend the time allowed for completion of the Lion's Gate subdivision at 570 West St from 8/31/20 to 12/14/20. Grady seconded the motion, and it was approved unanimously (5-0) by roll call vote.

Request for reduction in amount secured by the existing bond to assure performance of completion of Lion's Gate Subdivision (570 West Street) [Request of Stephen Defoe]

Co-Chair Yelle led this discussion. Robbins referred to the retention of \$30,000 in the bond amount for completion of the cistern, and that since the last Board meeting the Fire Chief has reviewed the status of the cistern and provided an estimate of \$600 for a protective plastic cover for the control panel, and installation of that cover. She therefore suggested that the Board hold \$660 in the bond for this purpose. Robbins further explained that her client's goal tonight is to have the remainder of the cistern amount, \$29,340.00, released from the bond, and that they will prepare a separate itemized bond request for release of other items at another time.

Co-Chair Yelle agreed that this request was appropriate. Rolfe moved that the Board release the amount of \$29,340.00 from the cash bond for Lion's Gate subdivision, with the understanding that the Fire Chief will inspect the cistern after installation of the protective cover for the control panel. Misk seconded the motion. On discussion, Chair Blake clarified to Robbins that the PB is voting solely on the release of these funds, and is not addressing the topic of cistern acceptance, which has not yet occurred. Robbins indicated that she understood this point, and that upon the Fire Chief's acceptance of the cistern, they will request release of the \$660.00 from the bond. On vote, the motion was approved unanimously (5-0) by roll call vote.

Chair Blake reminded Defoe to contact the PB office one week in advance of any planned final paving date, in order that arrangements can be made for the Board's peer review engineer to be present for the paving, as required. Planning Administrator Mansfield will arrange drafting of the revised bond agreement/extension document by Robbins.

Discussion of Zoning Bylaw Amendments for Recreational Use Marijuana

Chair Blake explained that she is drafting documents on the Board's recreational marijuana bylaw recommendations (per the discussion at the last meeting) for posting on the website, and these draft documents will be available for Board review at the next meeting on 8/24/20.

Municipal Vulnerability Preparedness (MVP) grant update

Chair Blake explained that she would like to form a working group for selection of the company to conduct the MVP work, should the grant be received. She further explained that Janne Corneil and Lisa Davis have reviewed the firms that are approved by the State for this work, and they are recommending two firms with different strengths to utilize together, but added that she would like to review all State-approved firms. Grady volunteered for this working group, and Chair Blake volunteered as well, and will contact the town Administrator and the other land use boards to see if they would like to participate in the selection.

Vote to provide notice of Member Vacancy to Board of Selectmen, per MGL Chap. 41, Sec. 11

Chair Blake informed the Board of DeKock's resignation, expressing that she felt DeKock had been a very strong PB member, always prepared, and that he made significant contributions to the Board. She added that while she is hopeful that he will reconsider, the Board is obligated to inform the Selectmen of this vacancy at this time.

Rolfe moved that the PB notify the Selectmen of the resignation of PB member Jonathan DeKock on 7/16/20, and to request a joint meeting with the Selectmen to appoint a new member. Co-Chair Yelle seconded the motion, and it was approved unanimously (5-0) by roll call vote.

Chair Blake asked the PB members to seek out candidates for Board membership.

Minutes

The Board reviewed the draft Minutes from the 7/13/20 PB meeting. Rolfe moved that the PB approve the Minutes as drafted, co-Chair Yelle seconded the motion, and it was approved unanimously (5-0) by roll call vote.

At 8:28 pm, Grady moved to adjourn the meeting, co-Chair Yelle seconded, and the motion was approved unanimously (5-0) by roll call vote.

Respectfully Submitted,

Gretchen Caywood
Assistant to Planner
Carlisle Planning Board

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Master Plan Work

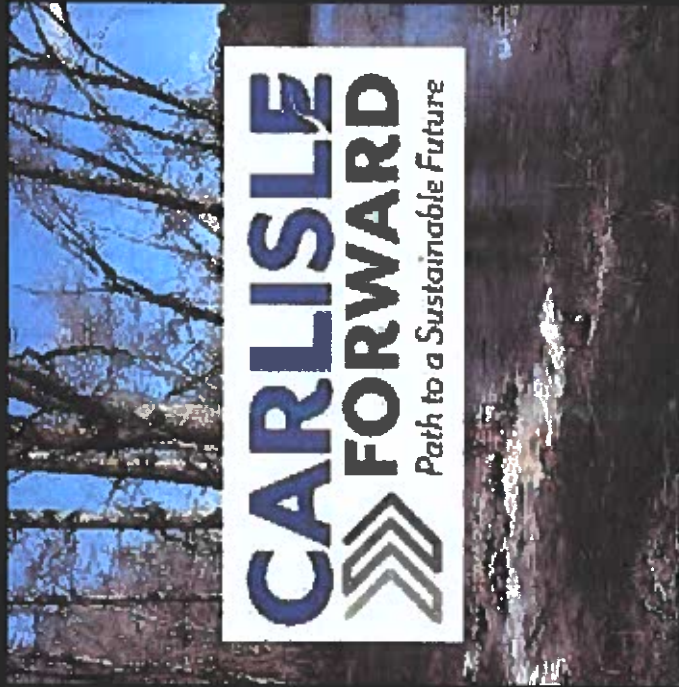
Mihir Singh, William Chaffin,
Kierthan Lathrop, Karsten DeMay,
and Peter Richardsen

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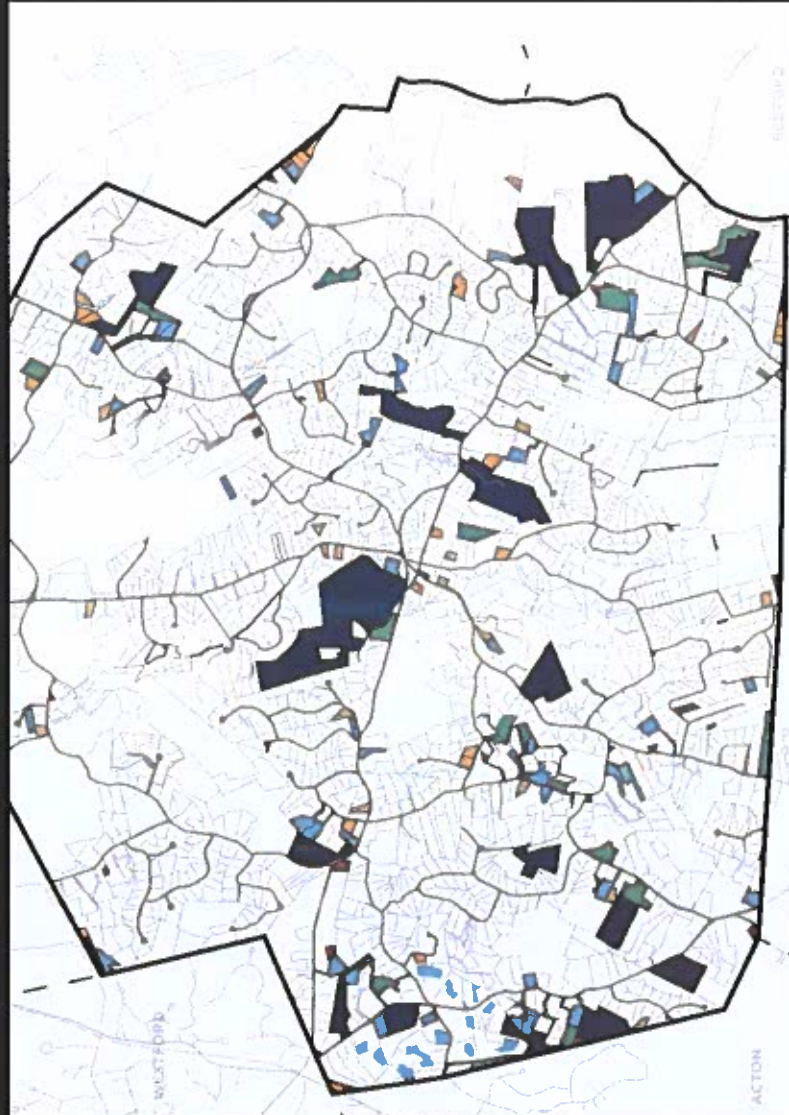
Projects we've worked on



1. Fact Checked Parcel Property Data
2. Updated Email Lists
3. Mapped Routes for CPS Students to walk to school

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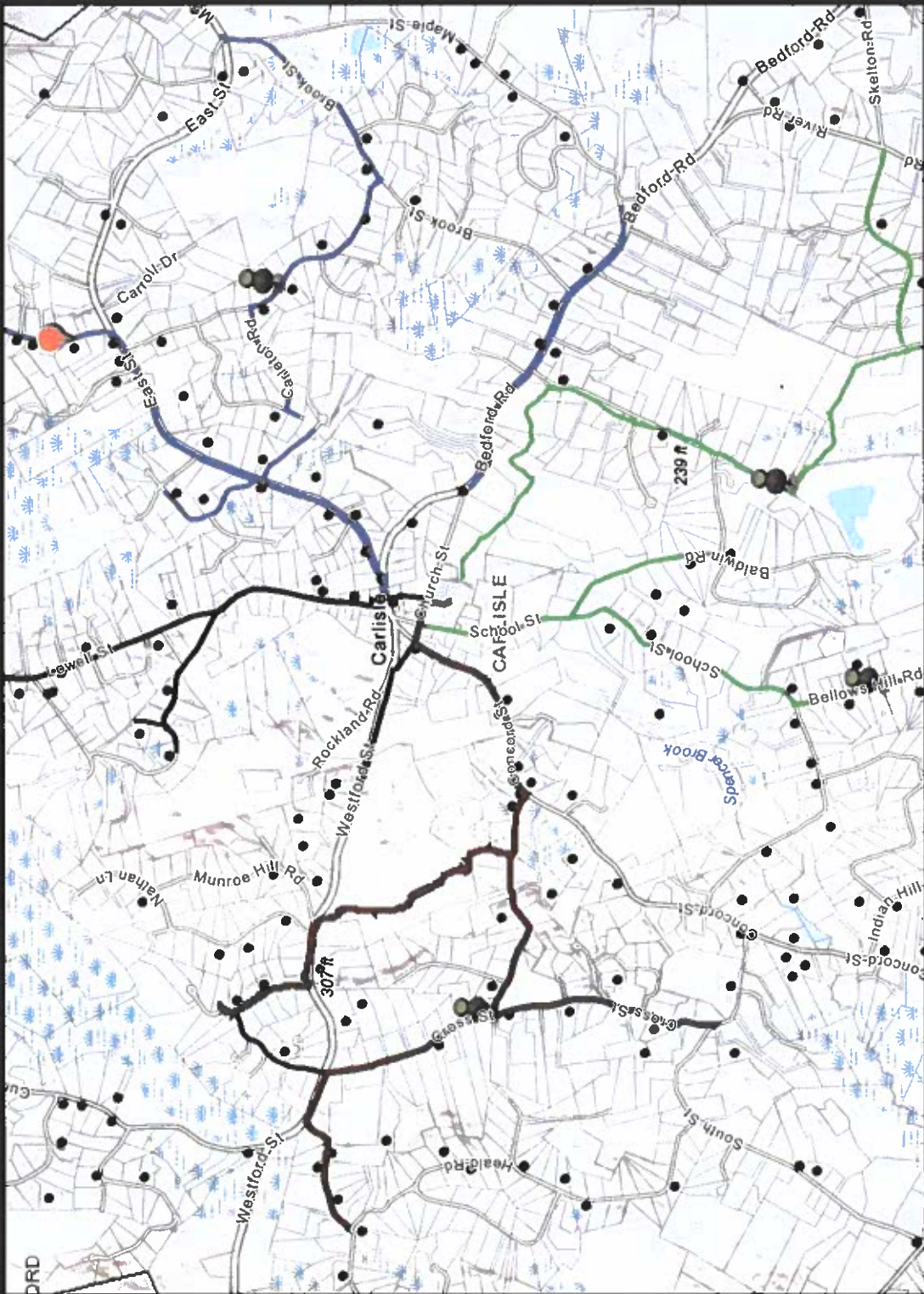
Parcel Fact Checking



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Planning
Walkways to
school

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~40 Bus stops (both elementary and middle school) that
were within 1.5 miles safe walking distance from the school

Reduces the amount of children on buses

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Carlisle Historic Resources GIS Mapping



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GIS maps
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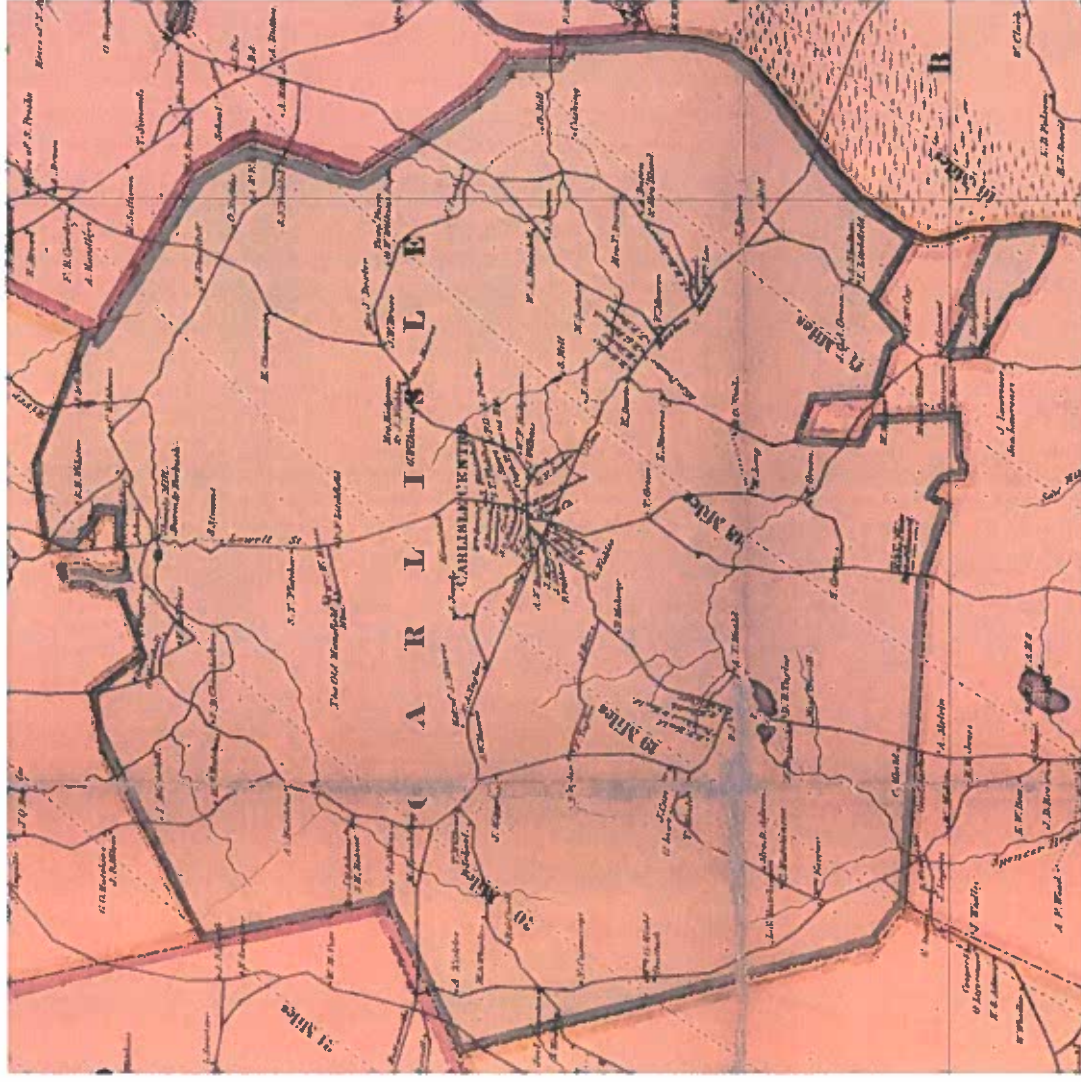
Why Map Historic Resources?

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Understanding the layout and distribution of historic resources

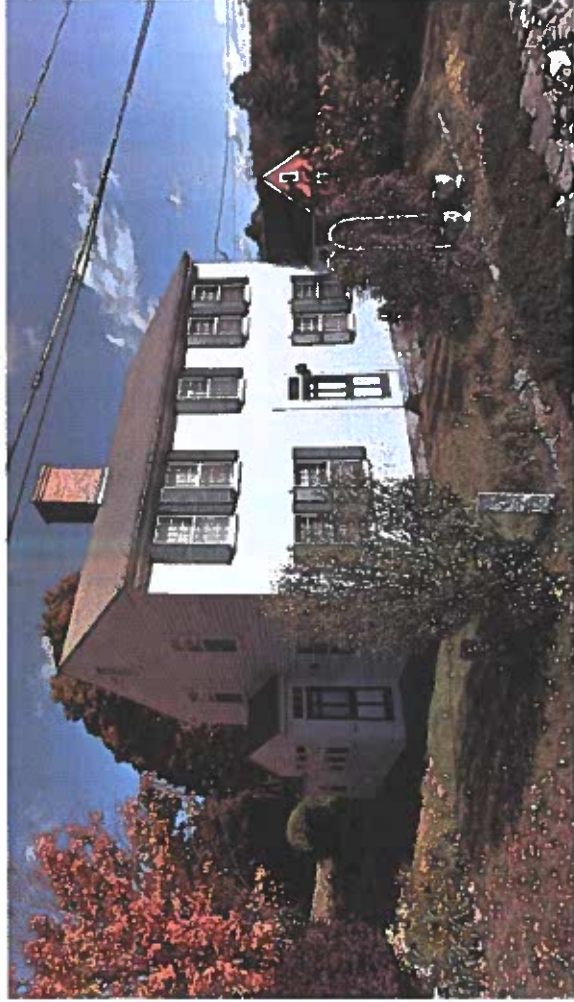
Understanding where clusters of historic resources are located can help us understand how our town has grown over the centuries.

Pictured at Right: Map of Carlisle
Ca. 1867

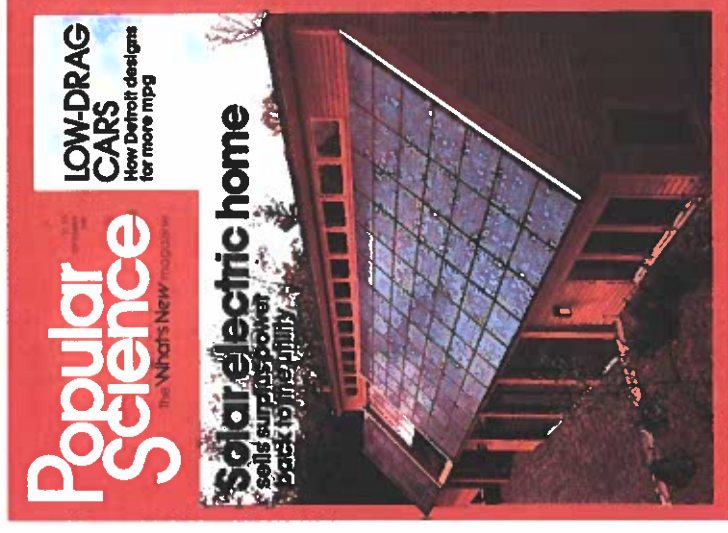


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Understanding which properties are locally or Nationally significant



Above: Sorli Farm is eligible for listing on the National Register of Historic Places



Above: The Carlisle Photovoltaic House on Monroe Hill Road was a prototype home built by Lincoln Labs in 1980. It is considered by MIT to be the world's first solar powered, energy independent house.

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To protect Native American and Colonial historic sites

Native American Cultural Sites and Colonial sites are all too often forgotten.

By mapping these locations, we can help ensure these historic sites are protected.

Pictured at Right: The Davidson Farm on Bedford Road is believed to have been home to a Native American Settlement in the distant past. Today, the land is owned by the town and known as the Mosley - Goff Property



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Understand which buildings qualify as Distinctive Structures

Barns and other outbuildings built before 1932 can qualify as “distinctive structures.” This designation under the town’s Distinctive Structure’s Bylaw allows them to be converted into businesses, offices, or accessory units.

Distinctive structures could present an opportunity for the town to increase its commercial base in an unobtrusive way.



Clark Farm Barn (ca. 1850): A Distinctive Structure

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Understand which properties are grandfathered for two family use

All homes built before 1962 can be converted to two family residences without special approvals or permits. This presents an opportunity to grow Carlisle's affordable housing stock.

By mapping these "grandfathered" properties, the town will have a better understanding of where they are located and how many exist.

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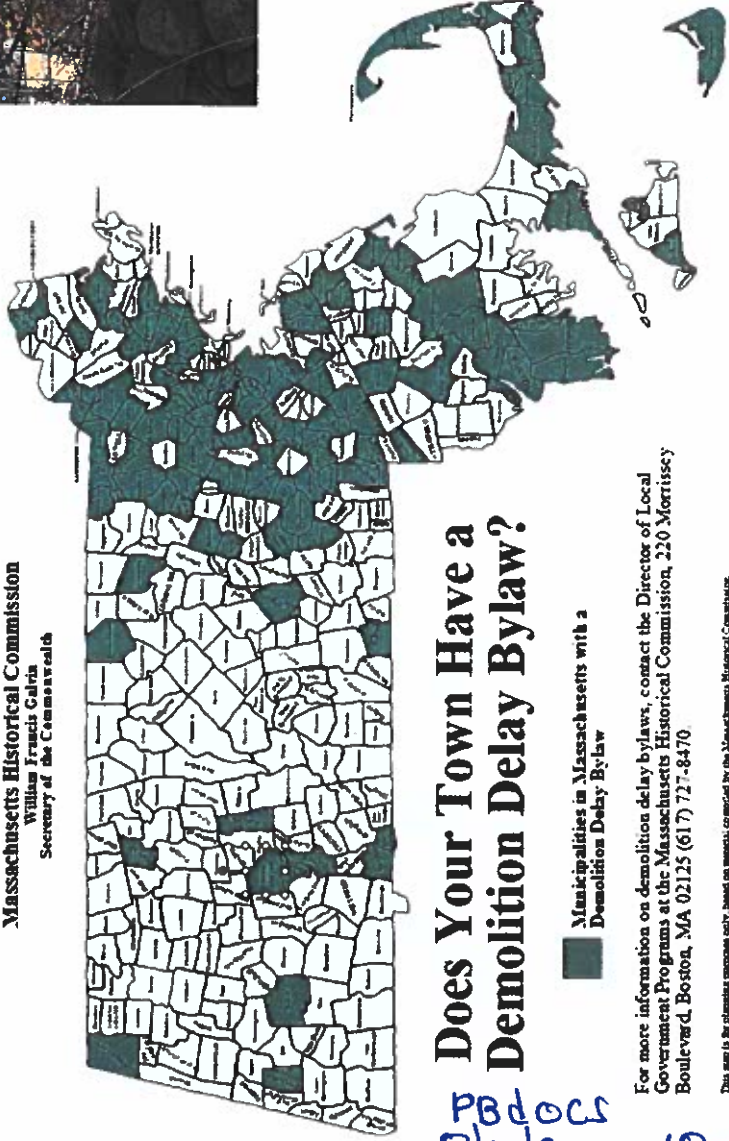
The Forbush - Japp House on Bedford Road (Ca. 1778) Could be converted to a two family residence.

A Future Demolition Delay Bylaw

Carlisle is one of the only towns in Middlesex County that doesn't have a demolition delay bylaw.

This means that none of the historic resources outside the historic district are protected

Massachusetts Historical Commission
William Francis Galvin
Secretary of the Commonwealth



Does Your Town Have a Demolition Delay Bylaw?

For more information on demolition delay bylaws, contact the Director of Local Government Programs at the Massachusetts Historical Commission, 220 Morrissey Boulevard, Boston, MA 02125 (617) 727-8470

This map is for planning purposes only based on current information compiled by the Massachusetts Historical Commission.



Above: The Parlin Farmhouse (built in 1726) is one of Carlisle's five oldest homes.

Unfortunately, it is at risk of being demolished

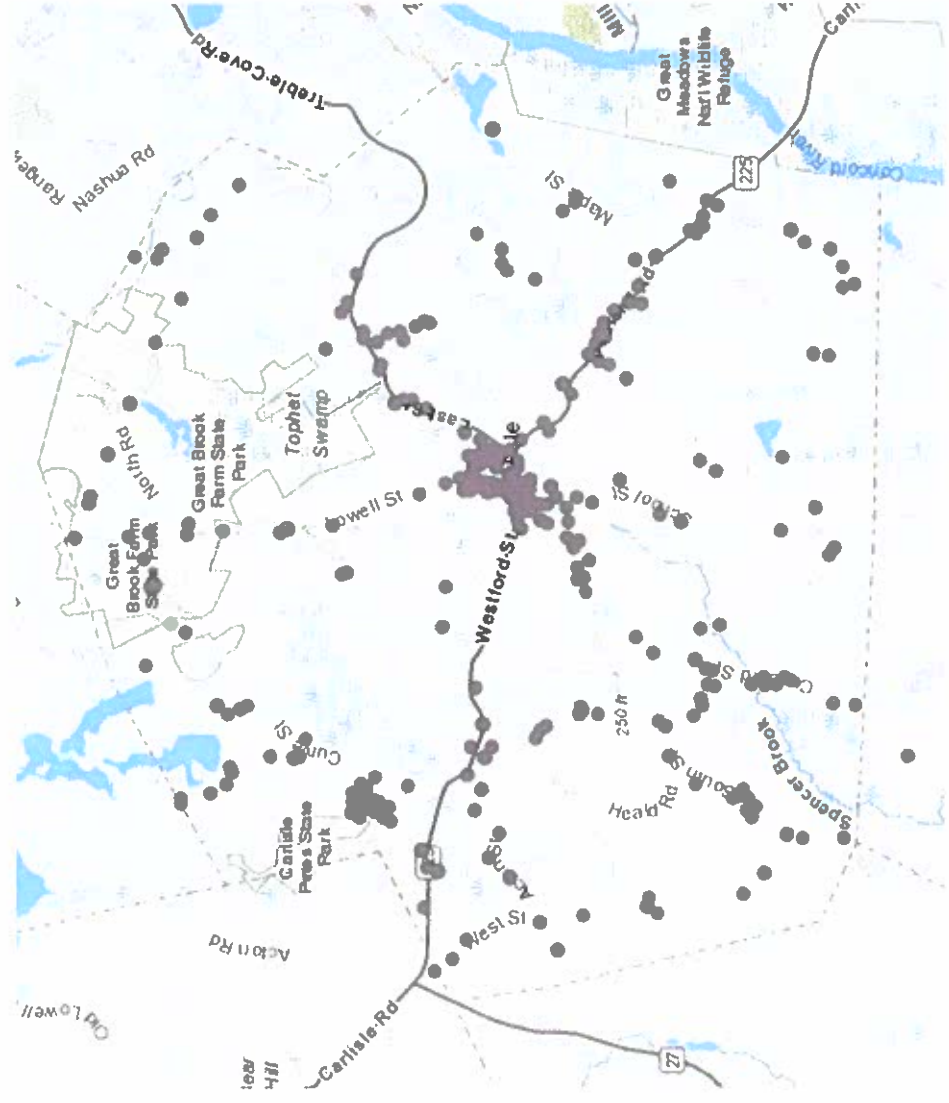
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Maps in Progress

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Historic Buildings and Areas Map



Massachusetts Historical Commission William Francis Gavin, Secretary of the Commonwealth

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Massachusetts Cultural Resource Information System **MACRIS**

Scanned forms and photos now available for selected towns!

The Massachusetts Cultural Resource Information System (MACRIS) allows you to search the Massachusetts Historical Commission database for information on historic properties and areas in the Commonwealth.

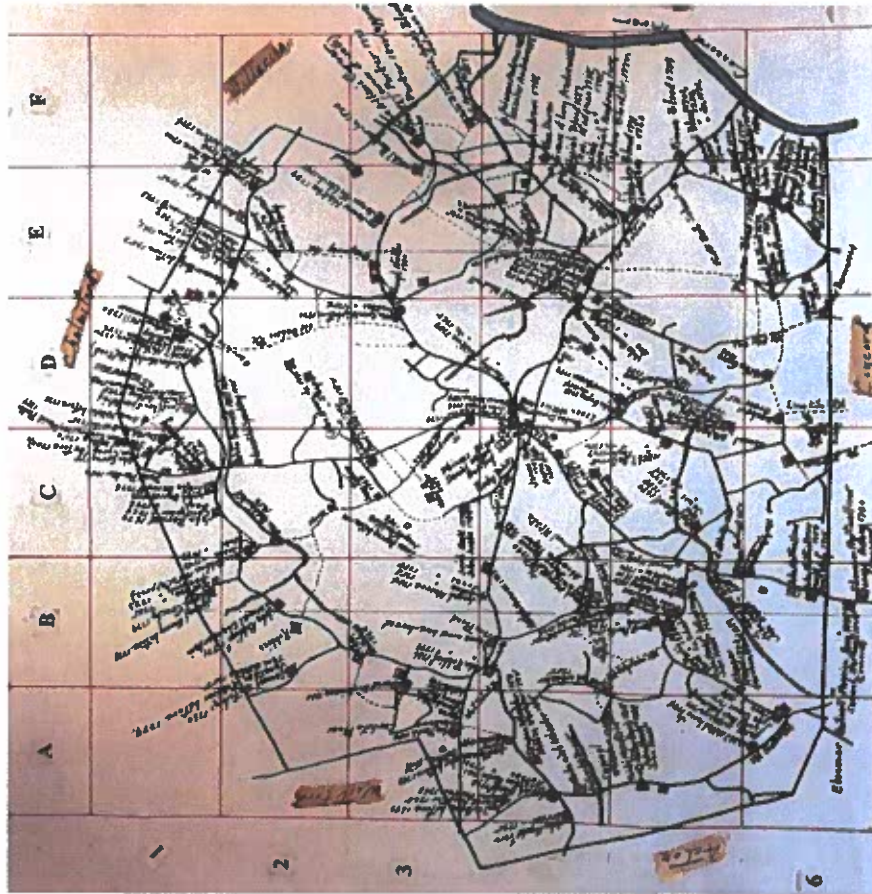
Users of the database should keep in mind that it does not include information on all historic properties and areas in Massachusetts, nor does it reflect all the information on file on historic properties and areas at the Massachusetts Historical Commission.

[Click here to begin your search of the MACRIS database.](#)

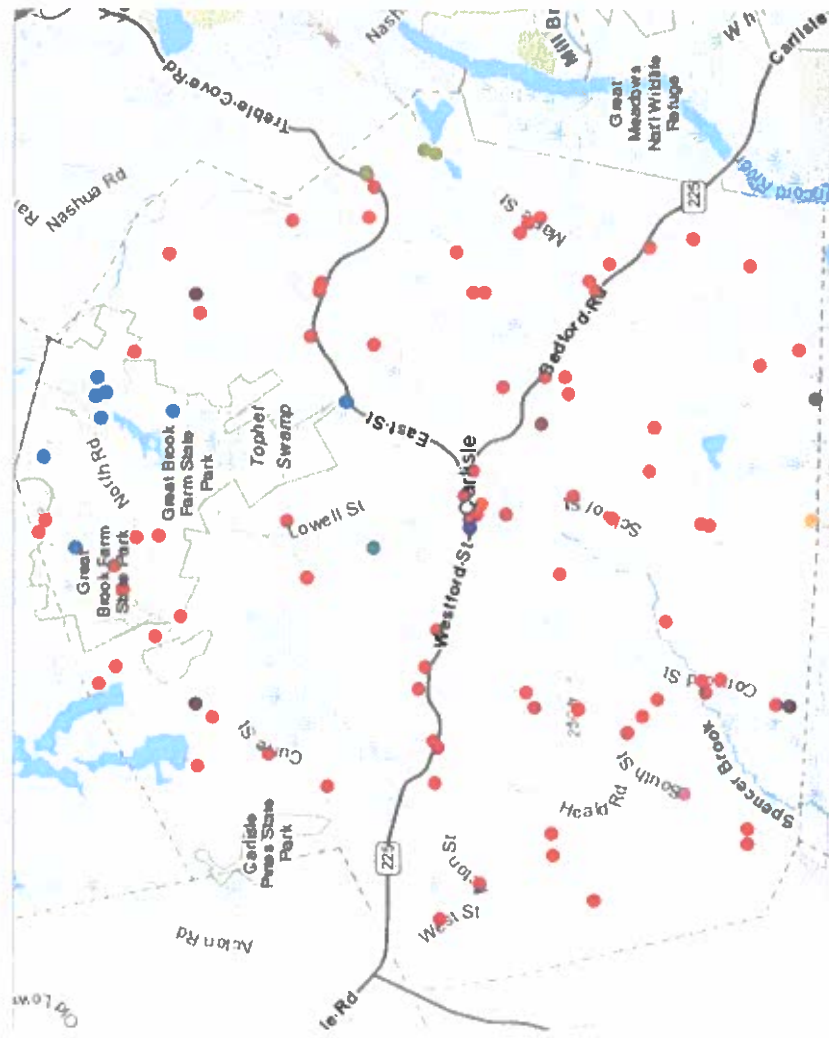


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Colonial Cellar Hole Map



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Proposed Future GIS Map layers:

Native American Cultural Heritage Site layer

Historic/Scenic Landscapes layer

Distinctive Structures layer

Map of homes built before 1962

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AREA CODE 978 369-8333
FAX 978 369-3106

July 21, 2020

Mr. George Mansfield
Planning Administrator
Planning Board
Town of Carlisle
66 Westford Street
Carlisle, MA 01741

Re: Agreement Between Carlisle Planning Board and SCD Builders, LLC
Recorded with Middlesex North District Registry of Deeds Book 33666, Page 51
Lion's Gate Subdivision

Dear Mr. Mansfield,

This letter is to request on behalf of my client, SCD Builders, LLC, an extension of time to complete the items of work identified on Exhibit A to the Agreement Between Carlisle Planning Board and SCD Builders, LLC referenced above.

The Agreement stipulates the work is to be completed by August 31, 2020, and my client respectfully requests that the completion date be extended to November 30, 2020.

We would appreciate if you would include this request on the Agenda for the next Planning Board meeting scheduled for July 27, 2020.

Thank you.

Sincerely,



Trevor A. Haydon

cc: SCD Builders, LLC

Lion's
Gate
570 West
Bond Reduction

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J&H Construction & Electrical Corp

Jim Hatch

85 Acton Street

Maynard, MA 01754

(978) 423-7360

7/31/20

Electrical Estimate for Lions Gate Road: Fire Cistern

-Move electrical switch for white light into electrical box – Already done \$0.00

-Change green light bulb to red – Already done \$0.00

-Fake rock to cover over flow pipe to protect from mowing - Already ordered/Install by Tuesday \$0.00

-Order weatherproof box to cover electrical panel and install \$600.00

Total cost to complete cistern: \$600.00

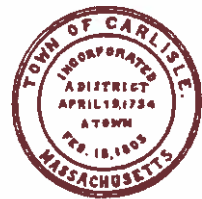
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Bryan Sorrows, Chief
Office: 978-369-2888
Chief@carlislefdma.org

Town of Carlisle MASSACHUSETTS

Office of
FIRE DEPARTMENT
Dispatch: 978-369-1442
Fax: 978-287-4934



80 Westford Road
P.O. Box 575
Carlisle, MA 01741-0575

To: Carlisle Planning Board

From: Chief Sorrows

Date: 8/4/2020

Subject: Fire cistern at Lion's Gate

While the cistern at the Lion's Gate development has been substantially complete, we have not accepted it for town maintenance as there were some concerns for long term maintenance.

Since our on-site meeting on 7/22 many of our concerns have been addressed. The final change that we will require will be a cabinet for the electrical panel. It is reported to be on order and attached is an estimate from his electrical contractor stating that the cost will be \$600. Once the work is complete, we will perform another test of emptying the cistern to confirm that the controls all work as we require them to.

The concerns that we have about the water table are not testable without a high water table. The cistern did not appear to have issues related to the water table last winter and spring so we are prepared to sign off on that concern unless we see evidence of problems before our final test.

Please contact me if there are further questions or concerns.

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